

December 2004

Seasons Greetings

*From the Office of
Human Resources and
Workforce Planning*



Reminder

FEHB Open Season ends December 13, 2004. Visit the OPM Web site for more information.

www.opm.gov/insure

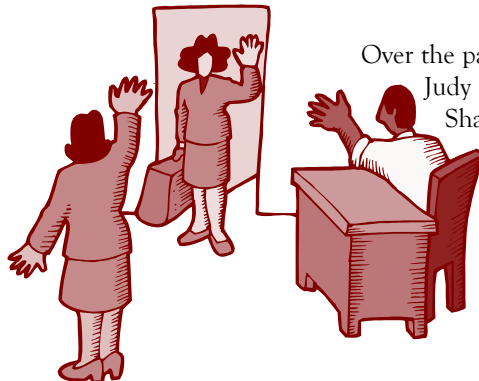
Changes are to made through Employee Express at:

www.employeeexpress.gov

Personnel Newsletter

Auld Lang Syne for OHRWP

During the last fiscal year, the Office of Human Resources and Workforce Planning underwent several staffing changes. Though we are sad to have seen half-a-dozen familiar faces move on, we gladly welcome many more to our team.



Over the past 12 months, we've said goodbye to Shirley Livingston, Judy Montfort, Janine DeCarlo, Christopher Blackerby, Shaun Stafford, Lamont Barrett, and William MacDonald.

Please join us in welcoming our newest additions: Frances Cook, Debra Bruno, Simone Johnson, Adam Ross, Quiana Carter, Jacob Jevic, Jennifer Budd, and David Bassi.

Be the First on Your Block in FY05...

In case you have not heard, the new Information Technology Security Training modules for FY05 are now available through SOLAR. All individuals must complete the appropriate module by June 3, 2005. IT Security is required by law.



NASA Glenn Research Center must report updated metrics to NASA Headquarters on a quarterly basis. The metrics are:

- 25% completion by January 3, 2005
- 75% completion by March 3, 2005
- 100% completion by June 3, 2005

The mandatory "Basic IT Security for 2005" is for all non-supervisory, civil service and support service contractors that use GRC IT Systems, including system administrators, etc. This training is mandatory for all NASA and support service contractor employees.

The mandatory IT Security for 2005 is for all NASA Supervisors and Managers. This is defined as all first line supervisors and above (FPPS supervisory indicator 2), management officials with no direct reports (FPPS supervisory indicator 5), and Government personnel responsible for signing IT System Security Plans and accepting related risks. Questions concerning the training should be directed to Kathy Clark at extension 3-8354.

The mandatory training is available through SOLAR at the following Web site:

<https://solar.msfc.nasa.gov/solar/delivery/public/html/newindex.htm>

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FY04 Employee Relations Activity

Employee Relations is the personnel function which centers on establishing and maintaining employer-employee relationships that contribute to satisfactory productivity, motivation, morale, and discipline. Managing employee conduct through the use of corrective action is a significant part of the employee relations function.

A summary of the Center's FY 04 Employee Relations Activity is listed below.

| Number of Actions | Action | Basis |
|-------------------|---|--|
| 21 | Reprimand | Misuse of Resources (20) * Failure to Follow Procedures (1) |
| 2 | Disciplinary Suspensions (14 days or less) | Misuse of Resources * |
| 2 | Adverse Action Suspensions (More than 14 days) | Misuse of Resources/Dereliction of Duty* |
| 2 | Reasonable Accommodation | Work Schedule Change (1) Reassignment (1) |

* The majority of the cases taken this fiscal year were based on an investigation concerning the misuse of Government computing resources. The investigation revealed that a number of employees had sent, received and/or stored inappropriate images using Government computing resources. Images that contained nudity, partial nudity or other material of a sexual nature, including cartoons, were determined to be inappropriate for the workplace and a violation of Center policies established addressing the appropriate use of government resources and the prevention of sexual harassment. Disciplinary action was taken against those employees who sent inappropriate images to others. The severity of the penalty was determined, in part, based on the extent to which the employee was involved in this inappropriate activity. As stated in the Personnel Policy Statement OHRWP-9a, it is unauthorized or inappropriate to use Government computing systems for the "creation, downloading, viewing, storage, copying or transmission of sexually explicit or sexually oriented material such as images, messages or cartoons." Any employee found to be involved in such activity will be subject to discipline. An article regarding the appropriate use of government resources, including information on the investigation, can be found in the Personnel Newsletter for June 2004.

For your information, a list of employee relations disciplinary terms follows:

Adverse Action - Formal corrective action taken for disciplinary and non-disciplinary reasons ranging from suspensions of more than 14 calendar days, furloughs of 30 days or less, reduction in grade or pay, and removal.

Counseling - Placing an employee on notice that his/her conduct is inappropriate/unacceptable. This may be done orally and/or in writing.

Disciplinary Action - Formal corrective action ranging from reprimand to 14 calendar day suspension, including letters of discipline.

Leave Restriction - A notice that informs an employee that his/her use of leave is being restricted, usually requiring leave be requested in advance and sick leave absences be supported by acceptable medical documentation.

Letter of Discipline - A written disciplinary action that is taken in lieu of a formal suspension action and is temporarily recorded in the official personnel folder.

Last Chance Agreement - An agreement that provides an employee a firm choice between rehabilitation and removal. It constitutes an employee's last chance to remain employed by the Center.

Reasonable Accommodation - Adjustment made to a job and/or working environment enabling a qualified applicant or employee with a disability to perform the essential duties of the job to which he/she is assigned.

Reprimand - An official written rebuke that is placed in the official personnel folder for up to two years.

Removal - Separation of an employee for unacceptable conduct or performance.

Suspension - Placing an employee, for disciplinary reasons, in a temporary status without duties and pay. Suspension actions are permanent records in the official personnel folder.

EXTERNAL AWARDS

The following is a list of non-NASA External Award solicitations due December 2004 through March 2005. All nominations must be submitted through the Awards Office and approved by the Center Director prior to being submitted to Headquarters and the Sponsoring Organizations. Please contact the Awards Office at extension 3-2493, for specific information.

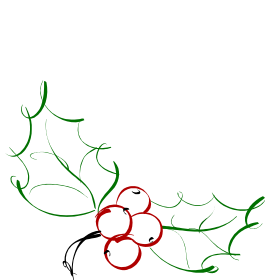
External Awards

Category

| | |
|--|---|
| Arthur S. Flemming Awards | 1 |
| Donald L. Scantlebury Memorial Award | 1 |
| Francois-Xavier Bagnoud Aerospace Prize | 1 |
| National Academy of Engineering (NAE) Awards Various | 1 |
| National Medal of Technology | 1 |
| National Operations Security (OPSEC) Awards | 1 |
| Robert H. Goddard Memorial Trophy | 1 |
| Stellar Awards (Rotary National Award for Space) | 1 |
| Women In Science and Engineering (WISE) Awards | 1 |
| Engineers' Council Awards | 3 |
| Institute of Navigation Awards | 3 |
| Katharine Wright Memorial Award | 3 |
| Service to America Medals | 3 |
| Society of Women Engineers Awards | 3 |
| White House Closing the Circle Awards | 3 |

Explanation of External Award Categories

| | |
|------------|---|
| Category 1 | Recognition for substantial Agencywide contribution towards direct mission of the Agency. Soliciting organization requires submission by NASA's Administrator, stipend or grant that exceeds \$7,500, and/or special interest or emphasis by NASA Administrator. Nominations must be submitted to NASA Headquarters, Office of Human Capital, Code FP, for final submission to sponsoring organization. |
| Category 2 | Award has limited application in the Agency. Soliciting organization limits the number of nominations from the Agency, thereby requiring an Agency screening process. Nominations may be submitted by someone other than the Administrator. Nominations must be submitted to NASA Headquarters, Office of Human Capital, Code FP, for final submission to the sponsoring organization. |
| Category 3 | Solicitation by sponsoring organization is inconsistent and made through professional society membership and mass distribution. Soliciting organization has no limit on number of nominees from the Agency. Nominations are delegated to Heads of HQ Offices and Directors of NASA Centers for submission to sponsoring organizations. |



CONGRATS

NASA Glenn Research Center and the U.S. Department of Labor, Bureau of Apprenticeship and Training, "Wishes to Congratulate," Mr. Eric L. Stevens for completing the National Apprenticeship and Training Program.

The Apprenticeship Program is an approved and registered program with the Ohio State Apprenticeship Council. The objective of the NASA Glenn Apprenticeship Program is to develop journey persons and potential leaders in trades or crafts that are required to support the program needs of the Center.

A graduation ceremony was held on Friday, October 29, 2004, in the Visitors Center.



Flexible Spending Accounts offer not one, but TWO ways to save!

A Health Care Reimbursement Flexible Spending Account (HCFSA) allows you to be reimbursed for health care expenses that are not covered by insurance, such as co-payments for doctor visits and prescription drugs.

A Dependent Care Flexible Spending Account (DCFSA) allows you to be reimbursed for dependent care expenses, such as daycare, that are necessary to allow you and your spouse (if married) to work, look for work or attend school full-time.

Now is the time to enroll—Open Season ends December 13, 2004. If you are currently enrolled in an FSA and want to continue in 2005, you need to make a positive election during open season.

See [FSAFEDS FAQs](#) at www.FSAFEDS.com for more information.



THRIFT SAVINGS PLAN

Open Season continues through December 31, 2004. FERS employees are eligible to contribute up to 15 percent of their pay. The IRS annual deferred limit on contributions for FERS employees is \$14,000. CSRS employees are eligible to contribute up to 10 percent of their pay. Changes to the TSP contribution amounts must be made through Employee Express at www.employeeexpress.gov.

Thrift Savings Plan Catch Up Contributions:

If you are over age 50 or will be turning 50 during 2005 and are contributing the maximum 10 or 15 percent, based on your retirement plan, you are eligible to contribute TSP Catch Up Contributions. The Catch Up amount for 2005 is \$4,000. If you are currently contributing to the TSP Catch Up for 2004, you must make a positive election for 2005. TSP Catch Up contribution elections must be made through Employee Express at www.employeeexpress.gov.

2005 Federal Holidays

Friday, December 31, 2004*—New Year's Day
Monday, January 17—Birthday of Martin Luther King, Jr.
Monday, February 21—Washington's Birthday
Monday, May 30—Memorial Day
Monday, July 4—Independence Day
Monday, September 5—Labor Day
Monday, October 10—Columbus Day
Friday, November 11—Veterans Day
Thursday, November 24—Thanksgiving Day
Monday, December 26**—Christmas Day

*January 1, 2005 (the legal public holiday for New Years Day) falls on a Saturday. For most Federal Employees, Friday, December 31, 2004, will be treated as a holiday for pay and leave purposes.

**December 25, 2005 (the legal public holiday for Christmas Day) falls on a Sunday. For most Federal employees, Monday, December 26, will be treated as a holiday for pay and leave purposes.

2005 Calendar Year

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OCTOBER

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NOVEMBER

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DECEMBER

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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |



END OF PAY PERIOD



PAID HOLIDAY